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**ANDAMAN & NICOBAR ADMINISTRATION  
DIRECTORATE OF SOCIAL WELFARE**

**NOTIFICATION**

Port Blair, dated the 9<sup>th</sup> July, 2010

No. 180/2010/F.No.2-162/Estt/2009/SW.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No. 14/3/60-ANL dated the 11<sup>th</sup> April, 1960, and GOI, Ministry of Human Resources Development No. 1-2/95-CD-I dated 20<sup>th</sup> April, 1985 and in supersession of this Administration Notification No. 48-87/90-TW dated 21<sup>st</sup> April, 1990 and 48-460/95-SW dated 13<sup>th</sup> May, 1994, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the post of **Mukhya Sevika (Supervisor)**, in the ICDS Project of Andaman and Nicobar Administration, namely:-

**1. Short Title and Commencement:**

- These rules may be called the Andaman and Nicobar Administration, (Group 'C' post of Mukhya Sevika (Supervisor) in the ICDS Project) Recruitment Rules, 2010.
- They shall come into force on the date of their publication in the Official Gazette.

**2. Application:**

The rules shall apply to the post specified in Sl. No. 2 of the Schedule annexed hereto.

**3. Number of Posts, Classification and Scale of Pay:**

The number of said post, their classification and Pay Band and Grade Pay/Scale of Pay attached thereto shall be as specified in Serial Numbers 2 to 4 of the Schedule annexed hereto.

**4. Method of Recruitment, Age limit and Qualification:**

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Serial Numbers 5 to 15 of the said Schedule.

**5. Training :**

Candidates appointed as Mukhya Sevika shall, incase not so trained, have to undergo job training course/orientation training course as and when required by the Administration.

**6. Disqualification:**

No person—

- i) Who has entered into or contracted a marriage with a person having a spouse living; or
- ii) Who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

**7. Powers to Relax :**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of those rules with respect to any class or category of person.

**8. Saving :**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for Candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. General (Retd.) Bhopinder Singh**

Lieutenant Governor,  
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor

Sd/-  
(R.K. Majhi)  
Superintendent (JH)

**SCHEDULE****RECRUITMENT RULES FOR THE POST OF MUKHYA SEVIKA OF THE  
DIRECTORATE OF SOCIAL WELFARE OF A & N ADMINISTRATION**

1.	Name of the post	<b>Mukhya Sevika (Supervisor) (for females only)</b>
2.	Number of post	31 (Thirty one)* (2010) *Subject to variation depending upon workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs.2800/-
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	<p>Not exceeding 38 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.)</p> <p>The upper age limit is also Relaxable to the eligible Balsevika and Anganwadi Workers to the extent of the period served as Balsevika and or Anganwadi Workers, subject to a maximum of 15 years and upto the age of 45 years in terms of GOT, Ministry of Human Resources Development, No. 12-16/89-CD-1 dated 29.5.1989.</p> <p><b>NOTE :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates.</p>
8.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <p>i) A Graduate, preferably in Home Science, Child Development or Nutrition. (or)</p> <p>ii) A Matriculate with 11 months training as Balsevika &amp; with 8 years experience as either Balsevika or Anganwadi Worker or Both. (or)</p> <p>iii) A Matriculate with 10 years experience as an Anganwadi Workers.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation, if any	2 (Two) years

11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% direct recruitment a) 75% from open market b) 25% from amongst the Anganwadi Workers
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13.	If DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for Selection &amp; Confirmation)</u></b> i) Secretary (SW), A & N Admn. – Chairman ii) Director (SW), A & N Admn. – Member iii) Programme Officer, State ICDS cell – Member iv) Deputy Secretary (Law) – Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job descriptions	Attached as Annexure to Schedule

**Annexure****JOB RESPONSIBILITIES OF SUPERVISOR (MUKHYA SEVIKA)**

1. A supervisor will provide continues on the job guidance to Anganwadi workers to bridge the gap between training and job requirements.
2. She will visit each Anganwadi at least once a month, liaise with Lady Health Visitor (LHV) for a joint visit to one Anganwadi once a week, and make at least one night halt every week in a village located at a distance of more than 5 kms from her circle Headquarters.
3. During her visit to Anganwadi, she will perform the following tasks :-
  - i) Guide Anganwadi workers in conducting household surveys, updating the survey data on a quarterly and preparing accurate lists of families and eligible beneficiaries;
  - ii) Check the enlisting of beneficiaries from low economic strata and severely malnourished, particularly children below 3 years of age;
  - iii) Guide Anganwadi workers in the assessment of correct ages of children, correct weighing of children and plotting their weights on the growth charts, especially in respect of severely malnourished;
  - iv) Help the Anganwadi workers in identifying "at risk" children and mothers and referring them to primary health centre or hospital ;
  - v) Check the weights, by actual weighment of severely malnourished children and guide the Anganwadi workers in their rehabilitation;
  - vi) Guide the Anganwadi workers in conducting pre-school activities by demonstrating techniques of storytelling, organizing play, identification of shades and colours etc;
  - vii) Demonstrate to Anganwadi workers the effective methods of providing health and nutrition, education to mothers and help them to do the same;
  - viii) Guide Anganwadi workers in prevention and early detection of early childhood disability;
  - ix) Visit homes of severely malnourished children and "at risk" mothers and guide Anganwadi workers and mothers about proper care in such cases;
  - x) Check the entries of deaths and births in the survey register and the immunization register;
  - xi) Check the records of Anganwadi workers and guide them in proper maintenance of records;
  - xii) Organize help in cases of these Anganwadi workers who are not educated enough to full in the registers and maintain records;

- xiii) Check the arrangement of storage, preparation and distribution of food and stocks of supplies, such as supplementary nutrition, medicines, material for pre-school education, registers, records etc. and report shortages to the CDPO;
  - xiv) Help Anganwadi workers in organizing and strengthening Mahila Mandals which could support various activities of the Anganwadis;
  - xv) Keep in touch with village leaders and local institution such as Mahila Mandals, Panchayats, Primary Schools and Youth Clubs and involve them in ICDS Programmes;
  - xvi) Find out the personal and work-related problems of Anganwadi workers, provide guidance to them to cope with these problems and report gaps to CDPO;
  - xvii) Ascertain the number of visits by ANM to the Anganwadi during the period between the supervisor's previous visit and the current visit, and whether the ANM's visit was properly utilized by collecting children and mothers who were too sick to come to the Anganwadi;
  - xviii) Check whether the weekly time table of activities at the Anganwadi is being properly implemented; and
  - xix) Ascertain the number of unimmunized children and report it to the CDPO.
4. The supervisor shall organize monthly meeting of Anganwadi workers of her circle with the participation of concerned LHV/LHVs and ANMs. At this meeting, the work for the ensuing month should be planned, including preparation of weekly time-table of activities at the Anganwadi. One or two specific items should be selected for continuing education to Anganwadi workers and ANMs at each monthly meeting (for example, growth monitoring, diarrhoeas management coping with any rampant disease etc.)
  5. The supervisor shall maintain a dairy in the prescribed form in which she will keep a record of the work done by her during her visit to the Anganwadies and maintaining the statistics relating to population number of pregnant and nursing mothers, No. of beneficiaries of different services, no. of severely malnourished children etc. of the Anganwadi in her area.
  6. The supervisor will ensure timely submission of Monthly Progress Report by Anganwadi workers to the CDPO and also check the accuracy of the report.
  7. At the Monthly Meeting at Project Head Quarters, the Supervisor will assist the CDPO in the following matters:
    - i) Payment of honorarium to Anganwadi workers and helpers in her circle.
    - ii) Alternative arrangements in case of Anganwadi workers and helpers, who may go on leave in her circle.
    - iii) Finalization of the mutually convenient data for the monthly meeting in her circle in the following month.
    - iv) Informing the meeting about any special event or problem or achievement in her circle, and
    - v) Issue of materials from the project office to the Anganwadi Workers.
  8. She will carry out such other tasks as may be entrusted to her by the CDPO.
  9. In addition to above the Mukhya Sevika shall perform all such duties, functions and responsibilities assigned by the Officer In-charge/Programme Officer and Director Social Welfare from time to time.